

## Office of Deputy Commissioner Patiala

The District Administration Patiala invites applications from young and enthusiastic individuals for the following vacancies for its menstrual hygiene management project - Pakeezah:

S. No.	Position	No. of vacancies	Salary
1.	Project Leader	1 (One)	Rs. 50,000/- monthly
2.	Project Supervisor	1 (One)	Rs. 30,000/- monthly
3.	Project Interns (Females only)	5 (Five)	Rs. 7,000/- monthly

The detailed application form and terms and conditions for the vacancies can be downloaded from district website <https://patiala.nic.in>. Desirous candidates shall apply by submitting their forms either through e-mail at [pakeezahpads@gmail.com](mailto:pakeezahpads@gmail.com) or by sending the same through Courier/Speed post which shall reach the office of ADC (G) Patiala no longer than 25<sup>th</sup> October, 2018.

**Any communication with the applicants will be through district website (<https://patiala.nic.in>) or through individual e-mail.**

[Detailed Application Form and Terms & Conditions are mentioned in pages 2-6]

### ਦਫਤਰ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਪਟਿਆਲਾ

ਜ਼ਿਲ੍ਹਾ ਪ੍ਰਸ਼ਾਸਨ ਪਟਿਆਲਾ ਆਪਣੇ ਨਵੇਂ ਮਾਹਵਾਰੀ ਸਵੱਛਤਾ ਅਭਿਆਨ ਪਾਕੀਜ਼ਾ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਸਾਮੀਆਂ ਲਈ ਨੌਜਵਾਨ ਅਤੇ ਉਤਸ਼ਾਹੀ ਵਿਅਕਤੀਆਂ ਤੋਂ ਅਰਜ਼ੀਆਂ ਮੰਗਦਾ ਹੈ:

ਨੰ.	ਪਦ	ਖਾਲੀ ਸਥਾਨ	ਤਨਖਾਹ
1.	ਪ੍ਰੋਜੈਕਟ ਲੀਡਰ	1 (ਇਕ)	Rs. 50,000/- ਮਹੀਨਾਵਾਰ
2.	ਪ੍ਰੋਜੈਕਟ ਸੁਪਰਵਾਈਜ਼ਰ	1 (ਇਕ)	Rs. 30,000/- ਮਹੀਨਾਵਾਰ
3.	ਪ੍ਰੋਜੈਕਟ ਇੰਟਰਨ (ਕੇਵਲ ਇਸਤਰੀਆਂ)	5 (ਪੰਜ)	Rs. 7,000/- ਮਹੀਨਾਵਾਰ

ਖਾਲੀ ਅਸਾਮੀਆਂ ਲਈ ਵਿਸਥਾਰ ਵਿਚ ਅਰਜ਼ੀ ਫਾਰਮ ਅਤੇ ਨਿਯਮ ਅਤੇ ਸ਼ਰਤਾਂ ਨੂੰ ਜ਼ਿਲ੍ਹਾ ਵੈੱਬਸਾਈਟ <https://patiala.nic.in> ਤੋਂ ਡਾਊਨਲੋਡ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਚਾਹਵਾਨ ਉਮੀਦਵਾਰ ਆਪਣੇ ਫਾਰਮ ਨੂੰ [pakeezahpads@gmail.com](mailto:pakeezahpads@gmail.com) 'ਤੇ ਈ-ਮੇਲ ਰਾਹੀਂ ਜਾਂ ਕੂਰੀਅਰ / ਸਪੀਡ ਪੋਸਟ ਰਾਹੀਂ ਭੇਜ ਕੇ ਅਰਜ਼ੀ ਦੇ ਸਕਦੇ ਹਨ ਜੇ ਕਿ 25 ਅਕਤੂਬਰ, 2018 ਤੋਂ ਏਡੀਸੀ (ਜੀ) ਪਟਿਆਲਾ ਦੇ ਦਫਤਰ ਤੱਕ ਪਹੁੰਚਣ।

**ਬਿਨੈਕਾਰਾਂ ਨਾਲ ਕੋਈ ਸੰਚਾਰ ਜ਼ਿਲ੍ਹਾ ਵੈੱਬਸਾਈਟ (<https://patiala.nic.in>) ਰਾਹੀਂ ਜਾਂ ਵਿਅਕਤੀਗਤ ਈ-ਮੇਲ ਰਾਹੀਂ ਹੋਵੇਗਾ।**

(ਵਿਸਥਾਰ ਵਿਚ ਅਰਜ਼ੀ ਫਾਰਮ ਅਤੇ ਨਿਯਮ ਅਤੇ ਸ਼ਰਤਾਂ ਹੇਠ ਦਿੱਤੇ ਪੰਨੇ 2-6 ਵਿੱਚ ਹਨ।)

# **Pakeezah Program**

## Requisite Work Profiles

Pakeezah Program is envisioned by District Administration to improve the health condition of girl students & young women through menstrual hygiene management programme and accessibility to affordable sanitary napkins in Patiala District, Punjab. The programme involves installation of Sanitary Napkins vending machines in about 200 Senior Secondary and High Schools of the district, conducting around 1100 odd awareness sessions in schools, slum areas and rural areas besides establishing a distribution network for sale of low cost premium sanitary pads in the rural and slum areas. The program seeks a team of passionate individuals who are eager to work in the social sector and take lead in this health augmentation program. The terms and conditions and other essential requirements along with work profiles are detailed below.

### **Terms and conditions:**

- All posts are being filled on temporary basis for a period of one year under a CSR initiative and hence the Project lead, Supervisor and interns shall not be treated as Government officials during the period of engagement.
- In case the performance of the appointee is not as per expectations, he can be disengaged with a one month notice. Any appointee desirous of leaving the project shall do so with one month advance notice, failing which he shall be liable to pay 1 month salary as penalty. A self declaration to this effect shall be attached with the application form.
- The appointees completing the one year term will be issued an “Internship completion certificate” in lieu of his/her services during the project while Project lead and Supervisor shall be given experience certificate duly signed by the Deputy Commissioner, Patiala.
- Basic qualification is only a necessary condition and percentage of marks in the basic qualification will not carry any weight. The hold over Punjabi and English languages, soft skills and attitude as assessed by the interview panel shall have paramount importance.
- Note that any appointee shall not claim any right to Government employment, permanent or temporary, on the basis of this temporary appointment under CSR project. However, the experience and internship certificates issues may be used for applying to the posts where such experience is sought.
- The usual timings of work shall be 9 am to 5 pm. However, flexibility may be required at times given the dynamic nature of the project.
- The work profile given below is only indicative and additional responsibility related to the project Pakeezah may be assigned to any of the appointees as per need and convenience of the Project and officer In-charge.

## **Recruitment Method and Criteria:**

Desirous candidates shall apply by submitting their Detailed application forms (DAF) either through mail at [pakeezahpads@gmail.com](mailto:pakeezahpads@gmail.com) or by sending the same through Courier/Speed post which shall reach the office of ADC G Patiala no longer than 25<sup>th</sup> October, 2018. If a candidate wishes to apply for more than one post, he shall clearly mention so in the application form (Multiple forms are not required). Postal address

Additional Deputy Commissioner- General  
Room no. 110, Block A  
Mini-Secretariat, Patiala  
Punjab- 147001

Candidates will be called for the interview after their DAFs have been screened by a committee constituted for the purpose. Please make sure that your e-mail and mobile numbers are correct as only these modes shall be used to communicate the date of interview. Please also note that submission of DAF shall not give you right to be called for the interview as the DAFs are only being called for short listing the candidates.

**Note: Format of the application form along with requisite attachments is placed as Annexure-A to this document. Any communication with the applicants will be through district website ([Patiala.nic.in](http://Patiala.nic.in)) or through individual e-mail.**

The following positions are to be filled for the project.

### **Project Lead – (1 Vacancy)**

The Project Lead for the Pakeezah Project should be an enthusiastic individual with great zeal to work in social and developmental sector. The individual should have a broad vision to fathom the challenges that may arise and steer the project sustainably keeping a wholesome perspective in mind. The individual no doubt should have good communication skills but also show leadership in leading a core team of 10-15 people and coordination with dozens of bodies and organizations with hundreds of individuals and staff.

#### **Roles and Responsibilities:**

- Planning and Leading the project in a sustainable manner with a core team and ancillary teams.
- Coordination and liasoning with various stakeholders such as District Administration, IEC campaign teams, Supplier, Village level functionaries such as Anganwadi & ASHA workers, Self Help Groups etc.
- Project Management including but not limited to Monitoring, Scheduling of IEC Campaigns, Contract Management, and Usage monitoring.
- Report preparation and presentations to Senior Govt. officials.

**Skills Required:**

- Educational Qualification - Preferably Master's Degree, however exceptional applicants with Bachelors degree can also be considered,
- Work Experience – More than 2 years of experience in working in social sector (Individuals having led focussed projects in rural development particularly in school education & health sectors will be preferable)
- Good Data Analytics Skills and well versed with MS Office and other project management and monitoring tools,
- Knowledge of Basic Financing and Accounting,
- Good Communication and Oratory Skills.

**Remuneration:**

Consolidated monthly amount of Rs. 50,000/- and travel expenses based on actuals.

Note: Travel expenses incurred only on the office work related activities shall be reimbursed subject to such conditions the Officer In-charge may impose.

**Project Supervisor– (1 Vacancy)**

Project Supervisor would assist the Project Lead in smoothly running the program. The individual would be book keeper of all the records and accounts and would be engaged in day to day tie-ups with the suppliers and end users. The individual would be link between the lead and the on-ground workers such as AWWs, ASHA workers and SHG group. The individual should enthusiastically take up the program work with daily monitoring and reporting.

**Roles and Responsibilities:**

- Assisting Project Lead in successful implementation of the program,
- Engaging and liasoning with all the stakeholders for smooth process flow,
- Keeping records and accounts of all the activities flowing in and out of the project,
- Managing the supply chain involved in the distribution and procurement network,

**Skills Required:**

- Educational Qualifications: Bachelors Degree (Chartered Accountants can also apply)
- Work Experience: At least 1 year work experience in social sector or relevant fields
- Accounting and Financial Skills are needed,
- Data Analytics skills and should be well-versed with MS Office and other relevant software,
- Punjabi and English Language knowledge is must.

**Remuneration:**

Consolidated monthly amount of Rs. 30,000/- and travel expenses based on actuals.

Note: Travel expenses incurred only on the office work related activities shall be reimbursed subject to such conditions the Officer In-charge may impose.

**Project Interns (Females only) – (5 Vacancies)**

The Pakeezah Project requires enthusiastic female project interns who would be the core of the team in running the information campaigns. Since it is a data driven project it requires technology adept interns to drive the program and capture various datasets. The role of the interns would be to assist the project lead and supervisor in organising information campaigns and all the other aspects of the program.

The project requires passionate Graduates with the zeal to work in the core of social sector. The intern should possess good communication skills and adept to technology. Knowledge of Punjabi and English Language is a must. Capable candidates with no prior experience will also be considered.

**Remuneration:** Consolidated monthly amount of Rs. 7,000/- and travel expenses based on actuals for field work.

**Desirable skills**

- Good communication skills
- Passion to work on field especially in women related issues e.g. Girl education and healthcare
- Should be proactive and receptive
- Can mobilize people
- Is hardworking and ready to commute to & fro
- Has the ability to write reports

**Office of the Deputy Commissioner, Patiala**

Application form under Project Pakeezah

Post Applied For:       Project lead       Project Supervisor       Project Intern

(Mark the appropriate one. You can mark more than one option and need not submit multiple application forms.)

Name: \_\_\_\_\_

S/D/W of: \_\_\_\_\_

Permanent address: \_\_\_\_\_  
\_\_\_\_\_

e-mail ID: \_\_\_\_\_

Mobile number: \_\_\_\_\_ Alternate contact number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Are you proficient in Punjabi:      Yes       No     

Certified that I have carefully gone through all the terms and conditions as displayed on the district website [Patiala.nic.in](http://Patiala.nic.in) regarding the post I am applying for and I don't have any objection and agree to them all.

Signature of the Applicant

**Attach the following documents:**

1. Curriculum Vitae/ Bio-data mentioning your academic details, work experience and co-curricular activities (Note that the documents supporting the CV will have to be produced in original at the time of interview, in case you are called for the same)
2. Statement of purpose: The SOP should give details of why you want to join as Project lead or project supervisor; your career goals; leadership experience; and how your skills/experiences align to the role requirements. (250 words). Statement of purpose is optional for the candidates applying for the post of project intern.